

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT/Civil	03/Traffic Operations/Office of Traffic Operations	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Engineer	903-350-3161-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Chief, Office of Traffic Operations, this position has charge of a varied and difficult transportation engineering work involving the supervision of civil transportation engineers and others engaged in the operation of transportation systems primarily in the Sacramento Metropolitan area. Directs and supervises Associate Transportation Engineers, Transportation Engineers (Civil) Range A to D, and administrative personnel whose section activities include safety and operation reviews, freeway operations, ramp metering operations and studies, environmental document reviews, managed lane operations and studies, and production and review of traffic reports. Employees must pass a Department of Justice background check for this position. Requires possession of valid California Professional Engineering Registration

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Operations – This section conducts highway operations and traffic investigation studies, performs surveillance, explores alternatives and recommends improvements, and prepares/reviews operation (traffic) reports. This section also reviews IGR and permit projects for traffic impacts and makes recommendations on condition and mitigation. Includes conducting studies for managed lanes (e.g. HOV, HOT) studies; providing guidance for future managed lane facilities; monitoring, operating and reporting on existing facilities. Provides task management and oversight of studies by staff and contracted out. Provides the annual congestion monitoring and performs studies as required.
20%	E	Ramp Metering – This section turns on new meters and operates the ramp meters and central controller for ramp metering, conducts and reviews ramp metering operational studies, provides guidance for future ramp meters and future traffic operations systems and responds to ramp meter operation complaints
20%	E	Strategic Planning - Develops, manages, and maintain the strategic plan for the office and corridors assigned to the office consistent with Statewide mission, vision, goals, and objectives. Provides guidance for future transportation improvement projects to address needs of all users including, but not limited to, vehicles (single and multiple occupant), freight, transit, pedestrian, bicycle, and rail. Documents through input into planning documents such as the Regional Concept for Transportation Operations, ITS/Operations Plan, corridor plans, and project initiation documents.
15%	E	Transportation Modeling and Special Studies – Develops transportation models and performs special studies using the latest available analysis software for transportation planning and operational use. Also, provides task management and oversight of studies by staff and contracted out or done by others.
15%	E	Collaboration – Communicates and works with other Caltrans functional units, local agencies and officials, industry, and the general public to develop a comprehensive, efficient, and sustainable transportation network that benefits all modes of transportation and users and balances the needs of the users, community, and the general environment.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Will be responsible for the supervision of a group of various staff, which may include Associate Transportation Engineers, Transportation Engineers (Civil) Ranges A-D, Office Technicians, and Transportation Engineering Technicians.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of traffic flow theory and principles as applied to freeways and highways in urban and rural settings.
- Knowledge of best practices, standards, and principles for pedestrian and bicycle mobility and accessibility through the transportation network.
- Knowledge of practices, principles, economics, and methodologies of freight movement through the transportation network.
- Knowledge of geometric design, safety for all modes of transportation and workers, traffic handling plans and other transportation principles and the methods, materials and equipment used in transportation planning, design, maintenance, and operations.
- Knowledge of the functional and organizational characteristics of the Division.
- Knowledge of computers and the Department's standard software.
- Ability to perform complex transportation operational analysis, direct special studies for traffic, pedestrians, bicycle, freight or other forms of traffic and handle difficult transportation operation engineering problems.
- Ability to write complex reports.
- The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes.
- Ability to communicate, make presentations to, and, where needed, negotiate with multiple functional groups within Caltrans such as Executive Management, Planning, Design, Project Management, Maintenance, Environmental and Right of Way; other State agencies; legislators, local officials, agencies, and the general public.
- Ability to analyze situations accurately and take effective action.
- Must be able to review, analyze and prepare correspondence and technical reports.
- Must be able to plan, prioritize, manage, motivate, and supervise the activities/work of others.

Requires possession of valid California Professional Engineering Registration

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Will be responsible for making accurate engineering decisions and analyzing transportation operational situations that impact the flow, access, congestion, and safety of the traveler and freight; to apply sound engineering principles to various engineering activities; and to take effective action to avoid delays. Wrong decisions could precipitate future unnecessary delay to the travelling public, corrective work at additional expense to the State, and potentially tort action.

PUBLIC AND INTERNAL CONTACTS

Must be able to respond to inquiries and provide accurate and factual information and should be able to deal effectively with others. Will require contact with officials, directors, engineers and law enforcement officers from other agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements for this position include sitting for long periods of time using a keyboard and video display terminal and may occasionally require bending, stooping and kneeling. Employee may also be required to sit for long periods of time using traffic counters or operating a vehicle to obtain tachograph data. Most of the data collection occurs outside of normal business hours during the commute period.

Mental requirements for this position include the ability to multi-task, adapt to changes in priorities, strategic thinking to plan for future needs and events, and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include: interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to main District Office on a regular basis and work outdoors and may be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold. Base of operation is located approximately one and a half hours from main District Office.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE